



*Frank Sinatra*  
SCHOOL OF THE ARTS

**Donna Finn**, Principal

**William Stevens**, Assistant Principal of Administration

**Jacqueline Pridgen**, Assistant Principal of Guidance

**Sofia Apostolidis**, Assistant Principal of Instruction

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30-20 Thomson Avenue, 6th Floor, Long Island City, NY 11101

Tel: (718) 361-9920 Fax: (718) 361-9944

October 10, 2008

Elizabeth Larson  
Fund for Public Schools  
Tweed  
52 Chambers Street, Room 305  
New York, NY 10007

Dear Ms.Larson,

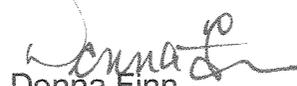
Per our conversation, enclosed, please find documents for Chancellor's approval pursuant to Chancellor's Regulation A-860, Naming and Renaming a New York City Public School or a Particular Facility within a New York City Public School. As we discussed, the fundraising efforts of Mr. Tony Bennett and his non-profit organization has been extremely generous to Frank Sinatra School of the Arts.

Enclosed, please find Chancellor's Regulation A-860, Attachment #2, for the concert hall to be named the Tony Bennett Concert Hall.

Additionally, enclosed, please find the minutes from the September 9, 2008 PTA and SLT meetings, informing the parents of Frank Sinatra School of the Arts of the naming opportunities requested above.

The documents have been signed by our Superintendent, Bonnie Laboy.

Sincerely,

  
Donna Finn  
Principal

Enc.

**PUBLIC NOTICE OF PROPOSED NAME FOR A SCHOOL, CHANGE OF NAME FOR AN EXISTING SCHOOL, OR NAMING/RENAMING OF A PARTICULAR AREA IN A SCHOOL**

PLEASE TYPE OR PRINT ALL INFORMATION LEGIBLY

**INSTRUCTIONS:** Please complete and submit this form to the NYC Department of Education, Division of Information Technology, 335 Adams St., 29<sup>th</sup> Fl., Brooklyn, NY 11201, Attn: NYCENET Webmaster.

**Region, District or Program Designation:** 30 Q 501

**PLEASE TAKE NOTICE** that, after consultation with the Parent Association or Parent-Teacher Association, the following is hereby proposed (mark appropriate box and enter information in that box *only*):

\_\_\_\_\_ be officially named \_\_\_\_\_  
(school number)

\_\_\_\_\_  
(specific area in a school, e.g., classroom, office, gymnasium, athletic field, laboratory, auditorium, etc.)

be officially named \_\_\_\_\_

School Address: \_\_\_\_\_

School Type: \_\_\_\_\_  
(primary, elementary, middle, intermediate, junior/senior high, special education, etc.)

This Public Notice is for **one** the following: (mark the appropriate box)

A new school.       An existing school which has had a number but no previous name.

The renaming of an existing school. Please complete the following:

(a) What was the prior official name? \_\_\_\_\_

(b) In what year did the school receive its previous name? \_\_\_\_\_

(c) School address: \_\_\_\_\_

(d) School Type: \_\_\_\_\_  
(primary, elementary, middle, intermediate, junior/senior high, special education, etc.)

The naming or renaming of a particular area in a school. Please complete the following:

(a) Is the naming/renaming of a particular area for a  grantor/donor?

(b) Is the naming/renaming for a  deceased person who has been found to have made extraordinary, long-lasting contributions to the school?

(c) What was the prior official name? (N/A ) \_\_\_\_\_

(d) In what year did the area receive its previous name? (N/A ) \_\_\_\_\_

**Please attach the following:**

1. **Naming for Deceased Person** (a) written permission from next of kin. If name change request involves a prior name of a deceased person, attach comments received from the next of kin. If no comments have been received, attach statement of efforts made to contact next of kin; (b) brief statement describing how deceased person whose name is being submitted is identified with the school or the community in which the school is located; (c) minutes of the Parents Association or Parent-Teacher Association meeting at which proposed naming or renaming was discussed; (d) if proposed name is for entire school, certified copy of community education council minutes reflecting a vote on whether to support the proposed name for schools under a community district's jurisdiction.

2. **Naming in Honor of Grantor/Donor** (a) minutes of the PA or PTA meeting at which proposed naming or renaming was discussed.

**Submitted by:**

[Signature] \_\_\_\_\_  
Signature of Superintendent      Date

[Signature] \_\_\_\_\_ 10/16/08  
Signature of School Principal      Date





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September 2008

Dear Ms. Larson,

Mr. Tony Bennett is the founder of Frank Sinatra School of the Arts, which opened in September of 2001. The school offers a rigorous education program in the arts and academics. Since opening the school, Mr. Bennett has continuously contributed to the school community through numerous initiatives.

The most significant of these initiatives was the formation of a non-profit organization, Exploring the Arts (ETA). Mr. Bennett and ETA, since 2001, has supported the school through the following programs:

- Tony Bennett Apprenticeship Program – Each year students apply and are selected to serve in internship and apprenticeship positions in some of NYC's most prestigious cultural institutions.

Placements have included:

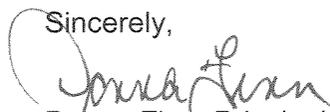
- Collegiate Chorale
- Martha Graham
- Roundabout Theatre Company
- American Ballet Theatre
- NY Philharmonic
- Noguchi Museum
- Drawing Center
- NY Choral Society
- Queens Symphony Orchestra
- MOMA

Participating students each received a \$350 stipend for the satisfactory completion of the program.

- Tony Bennett Scholarship – Several graduates for each of the 4 graduating classes received Tony Bennett Scholarships ranging from \$2,000 to \$2,500 each.
- Support for the instructional program with ETA covering consultant fees for school productions. Approximately \$20,000 per school year helps offset costs of costumes, lighting and stage set costs.
- Mr. Bennett has included FSSA students in high profile performances throughout the past years. Opportunities included performances at the US Open and Radio City.
- Martha Graham – ETA is supporting a Martha Graham Pilot Residency with a \$8,000 contribution.
- This year, a Film & Media Arts program was added as a 6<sup>th</sup> major at FSSA. ETA is funding the start up with a \$175,000 contribution. The seed money will cover the cost of a professional educational film consultant and equipment.

In recognition of Mr. Bennett's past and anticipated continued support, the FSSA school community is requesting the theatre at the new site be named, "The Tony Bennett Concert Hall".

Sincerely,

  
Donna Finn, Principal

Frank Sinatra School of the Arts  
General Membership Meeting  
September 9, 2008

The meeting was called to order by Co-President BettyAnn Wong at 7:19 PM  
Motion made to approve the minutes from June meeting. Motion was passed

Principal's Report:

- Welcome to everyone
- A packet was sent home in the mail with goals for the school year
- Moving to the new building at the end of January. In the talking process of working together with the community to bring us together. Possibilities to make a Playbill with ads from community business, discounts at neighborhood restaurants on performance nights.
- Donors for the building: Theatre will be name Tony Bennett Concert Hall
- Exploring the Arts: Gave the new studio, Film and Media Arts \$175,000 and they sponsor internships in the areas of the arts.
- School locks are \$7 each and each student needs two. They will be distributed in a week and a half.
- Each student receives a special endorsed arts diploma upon graduation.

Assistant Principal's Report: Mr. Stevens

- Audience Etiquette- Educate students and parents about proper etiquette
- We are reaching out to the community in the new school

Assistant Principal's Report: Mrs. Apostolides

- All students receive contracts in all classes
- Social Studies Department is holding mock election/debate
- We will have a school newspaper this year

Parent Coordinator's Report:

- Give email address to Cathy Marchetta
- Physical Education uniforms for sale Friday. Cash only. \$15 shorts \$12 shirts

College Office:

- PSAT for sophomores and juniors-October 15
- September 24 Evening Senior night
- College Fair for students September 25<sup>th</sup> during the day

Treasurer's Report: Gave out budget

Bylaws committee formed: Mary Wong, Nicole Zizelis, Alison Shallcross, Bill Oddo, Helen Tsourakis. They will add to the bylaws: It is not mandatory to have 10 PTA meetings a year but have at least 6.

Membership: \$1000 collected

Hospitality: Donations greatly appreciated

Fundraising: New school spirit order wear is being ordered. Possible suggestions:

Cheesecake Order, cookie dough sell

Students should dress appropriately for shows offered through FSSA

SLT nominations: Roula Vlahos and Bill Oddo. The representative will be Bill Oddo.  
Chuck a Buck.

Meeting was adjourned at 9:00PM by BettyAnn Wong.  
Respectfully submitted by: Ruth Mezistrano



**SCHOOL LEADERSHIP TEAM MEETING**  
**September 9, 2008**

**MINUTES**

Present: Donna Finn, Principal  
William Stevens, Assistant Principal  
Sofia Apostolidis, Assistant Principal  
Raquel Charter, Teacher / UFT Representative  
Heidi Best, Teacher  
Betty Ann Wong, Parent / PTA President  
Paula Spatafora, Parent  
Kaylee Stephens, Parent  
Edith Svezia, Parent  
Madeline Wisnowski, Parent  
Nicole Zizelis, Parent  
Stephanie Wong, Student  
Catherine Marchetta, Parent Coordinator  
Louisa Guzman, Principal's Secretary / SLT Recording Secretary

- I. Welcome & Introductions  
Bill Stevens welcomed the Team, and this was followed by individual introductions by all members present.
- II. News  
Mr. Stevens then spoke briefly about the school's debate club and mock elections, which will be held just before the nation's actual election. Mr. Stevens also mentioned that this year we have hired a Production Manager who will handle all performance related technical issues (i.e., lighting, sound, etc.). Donna Finn, followed with some details about the move, which is still scheduled for January 2009. She explained that there are two events planned related to the opening of the new building: (1) a "political" opening with formal ribbon cutting, and (2) a grand gala performance with guests invited by Tony Bennett. Ms. Finn then went on to explain to the Team how her Cahn Fellowship requires her to complete a "challenge" project which will involve research and engagement of the entire school community with regards to the move (for example, setting up various committees to address our needs, establishing contacts in the new neighborhood, reaching out to community boards, merchants, development of a playbill for our performances, etc.).
- III. CEP  
The CEP needs to be submitted in November. The Team will review and update the CEP at the next SLT meeting in October.

IV. Goals, Guidance, Growth

Ms. Finn related to the Team that this initiative was a direct result and outgrowth of the relationship with the Empowerment Schools network. This initiative is an effort to get students involved in a more proactive manner in their own learning assessments. In the area of guidance, the initiative will involve assessment and reflection, which will hopefully broaden communication between the school and the student's home (which, as a matter of fact, was an area that received very low scores on the learning environment portion of the survey).

Some of the members shared their thoughts and suggestions on how to improve our school's future survey results: BettyAnn Wong stated that many parents say they have difficulty achieving communication with teachers. Several Team members agreed that goals for students are not very clear. Ms. Finn suggested that parents review the survey online, and Heidi Best suggested that students also look at the results of the survey, so they can understand how their responses affect the school's progress report. Stephanie Wong agreed, stating that students need to be made more aware of how the surveys impact the school, and suggested that survey results be reviewed in class. Raquel Charter also suggested that we hold student assemblies, either by grade or age group as a way to discuss survey results or any other group issues that affect the school as a whole. Ms. Finn suggested we hold a "Town Hall" type of meeting, or maybe even conduct a "pre-survey" survey.

V. By Laws and Team Makeup

According to the by-laws, the Team should consist of 50% parents and 50% staff. Currently there are 6 parents with a new parent being voted on this evening at the PTA meeting, for a total of 7 on the team. Therefore, there needs to be a total of 7 staff members as well. Currently, there are 4 administrators, 2 teachers, and 1 school aide. Additionally, there are 2 student members.

VI. Administrative Matters, Updates and Miscellaneous

- Ms. Finn updated the Team on the status of the request to name certain areas of the building for the 5 donors, which have now been approved, as per Chancellor's Regulations. Ms. Finn also informed the Team that we would like to recognize Tony Bennett in our new building and is working on having the theatre named after him as "The Tony Bennett Concert Hall". Ms. Finn has already sent in a written request and is awaiting approval. An additional possibility would be the idea someone at a previous SLT meeting sometime last year, of creating a sidewalk star. Student, Stephanie Wong also suggested that the maybe the Fine Arts students could create an art piece especially dedicated to Mr. Bennett which could be prominently displayed somewhere in the new building.
- ETA is continuously fundraising for us. Recent efforts include the upcoming Gala Fundraiser event on September 23<sup>rd</sup> at Cipriani's.
- Ms. Pridgen has developed a new relationship with Early Stages and will be working on obtaining tickets for students and staff to various Broadway shows.
- Ms. Apostolidis is currently working on the school's first mock elections, a school newspaper, and on the development of unified department contracts and handbooks (which some departments have already put in place).
- Nicole Zizelis reminded the Team that last year, one of our teachers had general reports prepared for Parent Teacher Conferences, that were very useful and informative, and wanted to make sure that these reports would again be available at this year's conferences.

At the conclusion of the meeting, it was decided that Nicole Zizelis would chair the next meeting.